



**NOTRE DAME CATHOLIC SIXTH FORM COLLEGE
CORPORATION**

**MINUTES OF THE MEETING OF THE CORPORATION
HELD ON WEDNESDAY 22 MAY 2019 AT THE COLLEGE AT 17.30**

PART 1

Present:

Foundation Members

Mrs M Ramsden [Chair], Mr D Wright, Mr J P Casey, Mr J Barnes,
Fr. T Swinglehurst, Mrs A O'Malley, Ms H Hayden

Principal

Mrs J Barlow

Staff Member

Mrs S Barber

Clerk

Mr M Shillito

Apologies:

Prof. M House, Fr. M Hall, Mr C West, Mr F Abulula

Invited to attend:

Mrs S Dumont (SJD), Mrs M Beardsall (MB)

The meeting opened with a Prayer.

18/098

Declaration of Interest : None.

18/099

Minutes of Previous Meeting – Part 1 (27 March 2019) - enclosed

The Minutes were accepted as a correct record, subject to the minor amendment below, and were duly signed by the Chair.

The Corporation welcomed SB, the new Staff Governor, and the meeting opened with a Prayer.

18/100

Matters Arising from Part 1 : None.

18/101

Report of the Student Executive Board : None.

18/102

Report of the Staff Governor - tabled

SB introduced the report and expanded on the contents reporting on events in:

- i) NCOP Futures Programme: Media / English Department – BBC studios in Manchester;
- ii) Other visits/activities by: English Department.
- iii) Classics Department.
- iv) Politics Department.
- v) Business Department.
- vi) Sports Department.
- vii) Spanish Department visit to Granada.

- viii) Sociology Department.
- ix) Enhancing Excellence.
- x) Biology Department.
- xi) Enhancement Week – over 70 activities will be available to students during Enhancement Week. Many students look for activities that will boost their UCAS applications.

The Corporation accepted the report.

18/103 Principal's Report – May 2019 - enclosed

JBW introduced the report and expanded on the contents:

- i) Headline data around Retention and Achievement within the (Ofsted) QAR data set. The Report highlights ND performance against other institutions. The Report also covers different cohorts within the student body, e.g. Disadvantaged students.
- ii) QAR data Achievement ND 82.5%; all SFC 84.1%; National 82.1%
QAR Retention ND 94%; all SFC 95.2%; National 91.5%
ND is slightly down against SFC benchmarks. Work is ongoing to address this.
- iii) Attendance has improved year on year at 91.3% (90.5% 2017/18).
- iv) Applications for September 2019: the number of applications is up year on year by almost 200. We anticipate a healthy enrolment (on target for a total population of 2,000 at census 2019).
- v) Alumni – report enclosed. A new initiative to highlight former students and their careers.
- vi) The UCAS Progress application process for all Year 11 pupils ceases in September 2019 so ND will need to move to an in-house application system. UCAS invites pupils to make three choices which inflate each institution's application numbers so it is likely that application numbers will be lower for September 2020, but the number of students who actually enrol should be static.

Following robust challenge and Q&A, the Corporation accepted the Principal's Report.

18/104 Marketing Report April 2019 - enclosed

This was requested by Governors at the last Corporation meeting. JBW introduced the Report that highlights all activities this year and plans for the next academic year including:

- i) Meet Your College event for Year 11 pupils: introduction to the College and staff.
- ii) Keep warm activities, e.g. good luck in your exams card.
- iii) Exams: 10 week countdown and wellbeing activities.
- iv) College clothing.
- v) Alumni Week.
- vi) Social media postings.

Governors questioned whether the Marketing Department has a strategic and action plan with targets. A strategic and action plan is in place. Further work will be undertaken to develop quantifiable, measurable targets and these will feed in to future Marketing Reports.

The Corporation noted the Marketing Report.

18/105 Catholic Life – QA Report (S48) - enclosed

JBW reported on the Catholic Life QA report prepared by Catherine Herring:

- i) S48 / Canonical Review – very good progress being made on the action plan. CH has prepared a series of six questions – *enclosed* – with some suggestions / questions for Governors to consider over the QA of Catholic Life. Governors appreciated the depth of the questions. The questions were discussed and the Principal was challenged to provide information.
- ii) A review has been undertaken with regard to responsibility for Catholic Life, collective worship and RS. A QA map has been completed with a quality improvement plan.
- iii) Monitoring systems and protocols: student surveys for PTE and Chaplaincy with result 71.8% positive and 28.2% negative. Governors questioned the nature of the negative answers. JBW explained the change of direction in assemblies to more reflective rather than simply information giving.
- iv) Other QA initiatives include:
 - Learner Walks: these are undertaken by HoFs and SLT.
 - Development of Collective Worship.
 - Link Governor meeting with Fr. Tim.

The Corporation approved the Catholic Life – QA Report.

18/106 Correspondence

- i) SFCA Guidance Note: *Specimen board meeting etiquette for SFC*. The Clerk has considered the Note and is satisfied that the Corporation and its Committees comply with the guidance. Governors should feed back any comments to the Clerk.

18/107 Date of next meeting : Wednesday 10 July 2019.

PART 2 CONFIDENTIAL ITEMS of the Confidential Supplementary Record 18/108-123

- 18/108 Part 2 of the Meeting 27 March 2019 - Supplementary Record – approved**
- 18/109 Part 2 Matters Arising: None**
- 18/110-123 Reports from Committees**
- 18/110-111 Report from Audit Committee – no meeting held**
- 18/111 Risk Register and Action Plan – no Audit Committee**
- 18/112-118 Curriculum & Standards Committee – meeting 14 May 2019**
- 18/112 Link Governor Reports**
- 18/113 SAR – Progress against QulP – approved**
- 18/114 Teaching, Learning & Assessment Student Progression – noted**
- 18/115 Strategic Plan – progress against Plan 2018/21 – approved**
- 18/116 Catholic Life – noted**
- 18/117 Pastoral Team Report – noted**
- 18/118 Policies (x3): i) Teaching & Learning Policy; ii) Quality Policy; iii) Assessment Policy – approved**
- 18/119-123 Finance & Physical Resources Committee – meeting 15 May 2019**
- 18/119 International Department Report: noted**
- 18/120 T Level Capital Bid – noted**
- 18/121 Financial Health & ESFA Response – noted**
- 18/122 Management Accounts: noted**
- 18/123 Financial Planning: noted**

PART 3 CONFIDENTIAL ITEMS of the Confidential Supplementary Record 18/124-126

- 18/124 Part 3 of the Meeting 27 March 2019 - Supplementary Record – approved**
- 18/125 Part 3 Matters Arising: None**
- 18/126 Reports from Committees**

18/126 Human Resources Committee – no meeting held

There being no other business the meeting closed at 19:05